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Board Meeting Board Office—Suite 404 October 29, 2014

Members Present: James Birchem, LNHA, Chair
Robert Held, LNHA-DHS ex-officio
Ann Tagtmeyer, Public Member
Jennifer Pfeffer, LNHA
Marilyn Reiersen, Public Member
Thomas Pollock, LNHA, Vice-Chair
Nancy Tuders, RN Secretary
Josh Berg-MDH ex-officio
Nathan Johnson, LNHA
Chandra Mehrotra, PhD, Public Member

Members Absent: Jane Pederson, MD

Staff: Randy Snyder, Executive Director
Jessica Schultz, Office Manager

1. Call to Order –Jim Birchem (Chair)
2. Additions to and Approval of Agenda
No additions to the agenda were noted. *A motion to approve the agenda as presented was made by Pollock and seconded by Johnson. The question was called and the motion was approved unanimously.*

Approval of Minutes from July 23, 2014

No additions to the minutes were noted. *A motion to approve the minutes as presented was made by Pollock and seconded by Pfeffer. The question was called and the motion was approved unanimously.*

3. Licensure/Education Committee – Ann Tagtmeyer, Committee Chair
 - A. Licensure Report 07/01/2014-09/30/2014
The presented report displayed a total of 851 active licensees as of October 15, 15 acting permits, 79 applicants, and 18 educational reviews.
 - B. Waiver of Course Requirement/Courses Denied Reports 07/01/2014 to 09/30/2014
No courses were presented.
 - C. New Licensees Report 07/01/2014-09/30/2014
Thirty-six new licenses were reported for the period of July 1, 2014 to September 30, 2014.
 - D. Acting Permits Issued Report 07/01/2014-09/30/2014
Eight Acting Permits were issued for the period of July 1, 2014 to September 30, 2014.
 - E. July and September Summary of Education Committee Decisions
Three applicant files were reviewed by the committee. A request by Snyder to include the

approval of an additional applicant file in the committee report was made. Detail on the file was given. A letter of support was drafted by Snyder for the University of Minnesota Center for Aging Services Management. A letter was drafted by Snyder to be sent specifically to the Minnesota School of Business, and later requested by the Board to also be sent to The University of Phoenix and the letter to each school to be carbon copied to NAB, outlining the preapproved education necessary to satisfy licensure requirements and directing the school(s) to notify current students that the specific healthcare administration programs do not satisfy the current requirements for licensure as a nursing home administrator, and to also inform advisors of the aforementioned information. ***A motion to approve the letters drafted by Snyder and direction to mail the letters to the schools and carbon copy NAB was made by Mehrotra and seconded by Pollock. The question was called and the motion was passed with no abstentions.***

F. Annual Academic Enrollment Report

Information contained in the report suggested that the projected number of students enrolled and indicated likely to pursue licensure in Minnesota was approximately 130 individuals from the nine approved colleges in 2014. Snyder cited a slight inflation of the projected numbers, and reported that the approximate annual application totals were roughly 75-100 individuals.

G. St. Cloud State University Student Practicum Report

The additional report requested was to align the educational content of the program at SCSU and the requirements set forth in state laws and rules and mandated by federal requirements, a request to confirm and acknowledge receipt of the report submitted by SCSU and request the program to provide greater definition of the practicum report was made.

H. Approved Colleges 5-Year Review Date

A two year delay was recommended for the schools up for review in 2014 and coming up for review in 2015, due to the pending updates to the State Rules with regard to the NAB Domains change. Schools determined to be pending 5-Year Review include:

- **MSU-Moorhead (2015)**
- **UM-Crookston (2014)**
- **UW-Eau Claire (2014)**
- **UM-Twin Cities (2014), and;**
- **MSU-Mankato (2015)**

4. Standards of Practice – Tuders, Committee Chair. Report drafted by Snyder

The committee reviewed thirteen open complaints and 2 new complaints at the meeting for the period of April 16, 2014 to July 15, 2014.

Upon review, the committee directed:

- **Dismissed with review of LNHA actions and currently MDH compliant: 11**
- **Hold for MDH compliance date: 3**
- **Letter of Inquiry: 8**
- **Recommend AAG review:**
- **HPSP: 1**

5. Action Items (All action items should have board direction: accept, revise, request for more information)

A. Licensure/Education Committee Report

Discussion regarding the committee proposed changes to the State Rules to align with the updated to the NAB Domains of Practice (June 2014) took place. Additions to the 8 requirements and additional practicum hours were discussed. Alternative methods for licensure

for individuals with experience in long-term care supports and services were discussed. ***A motion to approve and accept the committee recommendations was made by Tagtmeyer and seconded by Mehrotra. The question was called and passed unanimously.***

The direction of the Board was to create a taskforce of individuals from the education and new administrator communities, in addition to Board chair appointed committee members to research and collaborate regarding the best delivery method of practicum experience and education opportunities. Chair Bircherm appointed the following Board members to the taskforce:

Tagtmeyer, Pfeffer, Johnson, Reiersen;

With recommendations to request assistance from the following educational institutions:

Concordia, Moorhead and U of W Eau Claire;

And request that two to three new administrators to be researched and extended a chance to contribute to the discussion.

B. Zero Tolerance for Work Violence

Discussion regarding the absence of a Zero Tolerance for Workplace Violence policy in the recent Legislative Audit was presented. Since the conclusion of the audit, Snyder drafted a policy and presented it to the Board for approval.

A motion to approve and accept the drafted policy for Zero Tolerance for Work Violence was made by Tagtmeyer and seconded by Tuders. The question was called and passed unanimously.

C. Office of the Legislative Audit

Verbal update was given by Snyder regarding the receipt and publication of the OLA findings. The findings were made public on Friday, October 24, 2014. A copy of the findings was sent to the Board members by OLA and two copies were sent to the Board office.

D. NCERS – request for volunteers

During a recent NAB regional conference call, the Chair asked for NCERS from the Midwest. Although Minnesota has three or four reviewers it was brought to the attention of the board to nominate anyone to review continuing education submissions at a national level. **Birchem and Johnson indicated that they would serve if appointed.**

E. NAB November, 2014 Meeting Attendance: Approve the attendance of Bircherm and Pederson
A request to approve travel for Bircherm and Pederson for the NAB Mid-Year Meeting to be held in San Francisco on November 14-16, 2014 was made. ***A motion to approve the travel expenses was made by Pollock and seconded by Tuders. The question was called and passed unanimously.***

F. Annual BENHA “QAPI” Summary **Tabled to January**

G. New Licensee Survey Results

The findings of the New Licensee survey were presented to the Board. Attention to specific survey participant comments regarding satisfaction with the performance of their educational institutions was noted. Satisfaction on a 10 point scale, where 1 is very dissatisfied and 10 was extremely satisfied; Board staff process was found to be 9.43 out of 10.

6. Executive Director’s Report

A. 2014 Open Appointments: The terms of Mehrotra, Pollock, and Tuders January, 2015-service to June

B. The board suggested we accept an invitation by Episcopal Church Home” for the April 22, 2015 board meeting.

7. Consent Items:

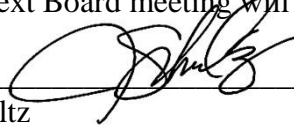
A. Prior months financial FY15 budget, prior year accounts payable, and review of deposits for the prior quarter was presented. The Board reviewed budget revenues and expenditures reports, as well as other financial reports generated by the Administrative Services Unit (ASU) and Board, per the 2014 OLA Financial Audit recommendation stating that Board members should be provided detailed, monthly revenue and expenditure accounting transactions report for their review and approval during regularly scheduled Board meetings. No concerns were raised about the monthly revenue and expenditure accounting transactions. Financial reports were accepted by the Board.

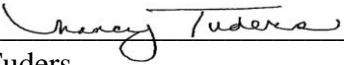
8. Other Business and Adjournment

No additional business was presented.

A motion to adjourn was made by Pollock at 12:05 PM and was seconded by Tagtmeyer. The vote was called and the motion passed unanimously.

The next Board meeting will take place on January 28, 2015.

Recorder:  _____, Date: 01/28/2015
Jessica Schultz
Office Manager

Attest:  _____, Date: 01/28/2015
Nancy Tuders
Board Secretary